

	POLICE FACILITIES	Operations Order 3.9.00
	PHOENIX POLICE DEPARTMENT	Rev. 06/18 PAGE 1

1. **LOCATION OF FACILITIES**

FACILITY	LOCATION
Police Headquarters (PHQ)	620 West Washington Street
Property Management/Communications	100 East Elwood
Police Academy	10001 South 15th Avenue
Northern Command Station	302 East Union Hills Drive
Southern Command Station	3443 South Central Avenue
Deer Valley Facility	102 East Deer Valley Road
Black Mountain Precinct	33355 North Cave Creek Road
Cactus Park Precinct	12220 North 39th Avenue
Central City Precinct	1902 South 16th Street
Desert Horizon Precinct	16030 North 56th Street
Estrella Mountain Precinct	2111 South 99th Avenue
Maryvale Precinct	6180 West Encanto Boulevard
Mountain View Precinct	2705 East Maryland Avenue
South Mountain Precinct	400 West Southern Avenue
Ahwatukee Foothills Substation	17010 South 48th Street
Paseo Highlands Park/Goelet A. Beuf Community Center	3435 West Pinnacle Peak Road
South Mountain Neighborhood Resource Center Substation	2405 East Broadway Road
Sunnyslope Neighborhood Police Station	750 West Peoria Avenue
Code Enforcement	1717 East Grant Street

2. **SECURITY OF POLICE FACILITIES**

A. **Identification of Employees**

- (1) All Department employees, volunteers, student interns, temporary employees, and other City employees regularly requiring access or work within police facilities will obtain appropriate identification/access cards.
- (2) Identification must be worn at all times while in police facilities.

B. **Visitors to Police Facilities**

- (1) Civilian visitors to any police facility will use public entrances and lobby areas to conduct any business.
- (2) Accessibility to the lobby areas will be ensured.
- (3) If entry to other areas of buildings is permitted, the following policy will be adhered to:
 - (a) The visitor's log will be completed by personnel at the front desk of each facility.
 - (b) The appropriate visitor's pass and/or escort will be provided to the visitor.
 - (c) Each police facility will be responsible for outlining security procedures specific to their facility.
 - (d) See Police Headquarters Security and Parking Plan.

C. **Law Enforcement Personnel** - Law enforcement personnel visiting or conducting business within a precinct, station, or resource bureau will identify themselves to front desk personnel immediately upon entering the building.

D. **Employee Lockers** - Employees with assigned lockers will keep all Department and personal property secured when not in use.

	POLICE FACILITIES	Operations Order 3.9.00
	PHOENIX POLICE DEPARTMENT	Rev. 06/18 PAGE 2

2. D. (1) In the event a locker is found unsecured, a supervisor will identify to whom the locker is assigned
- (2) If the employee is unavailable, a Department-owned padlock will be placed on the locker.
- (3) At the beginning of the assigned employee's next shift, an inspection of the locker will be performed in the employee's presence.
- (4) A bureau/precinct commander/administrator may order a lock broken to enter employees' lockers when necessary.

3. **THREATS TO POLICE FACILITIES**

- A. Appropriate reports will be completed on all incidents that threaten a police facility (bomb threat, demonstration, etc.).
- B. A copy of the report will be submitted to the responsible commander/administrator as soon as possible.

4. **EMERGENCY EVACUATION, FIRE PREVENTION, AND FIRE SUPPRESSION PLANS FOR POLICE FACILITIES**

- A. All precinct/bureau commanders/administrators who are responsible for physical facilities are required to develop plan/s for fire prevention, fire suppression, and emergency evacuation for those facilities.
 - (1) Emergency Evacuation - Each plan will contain information reference the evacuation of citizens and/or employees with special needs, such as mobility, hearing, seeing, etc. and will include a map of emergency evacuation routes.
 - For facilities containing holding rooms/juvenile interview areas, see [Operations Order 7.7.03, Holding and Interview Rooms](#), for other necessary information.
 - A copy of the facility's map of emergency evacuation routes will be forwarded to the Police Safety Unit.
 - (2) Fire Prevention - Each plan will contain fire safety practices which can prevent fire and reduce injuries and losses. Examples of fire safety practices include but are not limited to:
 - Keep your workplace clutter free.
 - Unplug or turn off all appliances including coffee makers, hot plates, and burners at the end of each day.
 - Allow air to circulate around heat producing equipment such as photocopiers, computer terminals, and heaters.
 - Smoke only where permitted.
 - (3) Fire Suppression - Fire extinguishers and/or sprinklers will be located in areas approved in writing by state or local fire officials.
- B. The emergency evacuation, fire prevention, and fire suppression plan/s will be posted in accessible areas for employees and visitors to the facility and placed in the appropriate bureau/patrol manual.

5. **CONSERVATION OF RESOURCES** - To conserve resources, employees are encouraged to comply with the recommendations outlined in this section whenever possible.

A. Facility Energy Conservation

- (1) Keep doors and windows closed, and close blinds and drapes to improve insulation.

	POLICE FACILITIES	Operations Order 3.9.00
	PHOENIX POLICE DEPARTMENT Rev. 03/28/25	PAGE 3

5. A. (2) Use minimum lighting for the accomplishment of tasks.
 - (3) Turn lights and other non-essential equipment off when not in use, and use energy-saving settings.
 - Computers **will not** be turned off but will be “logged off” when not in use.
 - (4) During summer months (June through September) keep thermostats set between 76 and 78 degrees.
 - (5) During winter months (December through March) keep thermostats set between 66 and 68 degrees.
 - B. Personal Energy Conservation
 - (1) Turn all personal electrical devices off when out of the office, including fans, radios, etc.
 - (2) Rather than adjusting thermostats to fit comfort needs, dress accordingly, within established Department guidelines.
 - (3) Immediately report all power problems to a supervisor.
 - C. Water Conservation
 - (1) Report leaky faucets, pipes, water coolers, etc., inside and outside Department facilities as soon as possible.
 - (2) In existing or newly designed Department facilities, install low volume toilets with automatic flushing devices and touch free automatic faucets.
 - (3) When designing or refurbishing facility landscaping, use drought resilient plants and trees in desert-type landscaping (**do not** plant grass lawns), and utilize drip irrigation systems whenever possible.
 - (4) Additional water conservation information will be provided by the City.
6. **OFFICE RECYCLING**
- A. This policy applies to all Department units where office paper is used and recycling of paper and other material is practical.
 - Confidential records are not included in this policy.
 - B. The Facilities Project manager will act as coordinator for the Department and will be responsible for administering the Recycling Program.
 - (1) Program monitors will be selected from each participating unit by the bureau/precinct commander/administrator.
 - (2) Monitors are responsible for making sure the recycling containers are relatively free of non-recyclable trash.
 - (3) Each employee will be responsible for depositing their own recyclable products into the recycling bins.

	POLICE FACILITIES	Operations Order 3.9.00
	PHOENIX POLICE DEPARTMENT Rev. 03/28/25	PAGE 4

6. C. Recyclable Products

(1) Paper (blue bins)

- Paper with white backing
- Copy machine paper
- Letterhead
- Stationary
- Typing paper
- Colored printer/copier paper
- Newspapers
- Magazines

(2) Other materials

- Plastic (numbered 1, 2, and 6)
- Aluminum cans

D. Sensitive Documents

- (1) All documents determined to have information of a sensitive nature will be shredded before being disposed of or it will be placed in a receptacle marked for its contents to be shredded.

(a) Sensitive documents include, but are not limited to:

- Incident Reports (IRs), record management system (RMS) queries, investigatory information, or arrest records
- Any document or report that contains citizen or City employee personal information
- Any items labeled as Law Enforcement Sensitive or Confidential
- Photographs and documents determined not to have any evidentiary value

- (b) The lids to the large containers for shredded documents will be locked at all times, except when a bulk amount of items to be shredded are placed inside.

- The key to the lock on the lid will be in the control of the bureau/precinct administrative sergeant or their designee.

- (2) It is the responsibility of each bureau/precinct to make arrangements to have sensitive documents shredded.

- (3) All costs incurred are the responsibility of the bureau/precinct.

- (4) For a list of contracted shredding vendors contact the Facilities Detail in the Fiscal Management Bureau (FMB).

- E. Collection - The recycling contractor will collect the recycling bins on a periodic basis according to the contract and each facility will be notified of the collection schedule.

- F. Assistance - The bureau recycling monitors will be responsible for contacting the Recycling Contractor when special pickups are needed or a recycling program problem arises.

7. **MAINTENANCE OF POLICE FACILITIES**

A. Responsibility for Maintenance

(1) Joint-Use Facilities

- (a) Maintenance of joint-use facilities, where two or more City departments are quartered, is the responsibility of the Facilities Management Division of the Public Works Department.

	POLICE FACILITIES	Operations Order 3.9.00
	PHOENIX POLICE DEPARTMENT	Rev. 03/28/25 PAGE 5

7. A. (1) (b) Any questions with regard to maintenance or repairs at these facilities should be directed to the Facilities project manager or Fiscal Management Bureau (FMB) administrator.

(2) Sole-Use Facilities

- (a) Commanders/administrators of bureaus/precincts that are the sole occupant of a facility are responsible for the management and maintenance of that facility.
- (b) Bureau/precinct commanders/administrators are responsible for the normal operation and budgeting of:
- Housekeeping services (liaison with Facilities Maintenance)
 - Equipment maintenance
 - Building maintenance
 - Building, roof, and parking lot repair

(3) Leased Facilities

- (a) Commanders of units that occupy a leased facility will comply with all the terms of the lease and the covenants, conditions, and restrictions (CCRs) applicable to the facility.
- This will be in addition to the procedures detailed in this policy.
 - Any requests for deviations from these documents will be forwarded, in writing, to the executive assistant chief.
 - Requests must be approved by the affected assistant chief before any work is started.
- (b) The administrator of FMB will ensure commanders of those bureaus/units occupying leased facilities receive copies of the lease agreements, CCRs, and any maintenance/operations manuals.
- (c) The administrator of FMB will serve as the Department's liaison between the occupying bureau/unit, other City departments, and the lessor regarding any questions or interpretations of lease documents.

B. Construction/Remodeling of Facilities

- (1) Remodeling is defined as any change which permanently affects any portion of the police facility infrastructure, including repositioning of modular furniture.
- (2) Requests for construction and/or remodeling (including modular furniture moves) will be documented on a memorandum and forwarded through the chain of command to the executive assistant chief for review and approval.
- (a) If the executive assistant chief determines the project is feasible, it will be forwarded to FMB for coordination/commencement.
- (b) After review of the project's scope, the administrator of FMB, in conjunction with the Facilities project manager, will determine the extent of the Facilities Unit's involvement in the project.
- (c) No construction/remodeling project may commence prior to review and approval from the Facilities Management Unit of FMB.

	POLICE FACILITIES	Operations Order 3.9.00
	PHOENIX POLICE DEPARTMENT	Rev. 03/28/25 PAGE 6

7. B. (3) Role of the Fiscal Management Bureau

- (a) The Facilities project manager or designee will review all construction/remodeling projects.
- (b) The FMB Facilities project manager's role may include that of technical advisor and/or complete project coordinator.
- (c) In the case of complete project coordination, the FMB Facilities project manager or designee will be the Department's liaison between the affected bureau/precinct, the contractor, City Engineering, and/or the Public Works Department.
- (d) The Facilities project manager or designee is available for consultation and technical advice on projects sent back to the originator for completion.
- (e) Exceptions to this policy may be made by an assistant chief after consultation with the executive assistant chief.

C. Equipment Maintenance/Repair

(1) Equipment Maintenance Schedule

- (a) The Facilities Management Division of the Public Works Department has established a maintenance schedule to ensure all equipment maintenance is performed properly and according to specifications.
 - (b) If maintenance is not performed according to schedule, the facility commander or designee will contact the Facilities Maintenance Division of the Public Works Department and request immediate service.
 - (c) The Public Works Department should be called for routine maintenance on such things as furnace filter changes, parking lot lighting issues, window washing, or janitorial services.
- (2) Problems with equipment or needed equipment repairs should be reported to the FMB Facilities project manager or designee by the affected bureau/precinct commander/administrator or designee.

(3) Manufacturer's Maintenance Manuals

- (a) Manufacturer's maintenance manuals should be consulted as an aid to operating the equipment.
- (b) Maintenance manuals will be located at the following locations:
 - Each respective facility
 - FMB
 - Facilities Maintenance, 2631 South 22nd Avenue

D. Resources and Phone Numbers

(1) Fiscal Management Bureau 602-262-6131	• Facilities project manager
(2) Police Safety Unit 602-201-1766 (duty pager)	
(3) Communications Bureau 602-262-6474	• Station Interior Radio Monitoring System • Fire alarms • Burglar alarms

	POLICE FACILITIES	Operations Order 3.9.00
	PHOENIX POLICE DEPARTMENT	Rev. 03/28/25 PAGE 7

7. D. Resources and Phone Numbers (continued)

(4) Public Works Department/Facilities Management Division/Work Control Section 602-262-6732	• Air conditioning • Heating • Roof repair • Electrical maintenance • Carpenter Shop
(5) Public Works Department/Fleet Services Division 602-262-6841	• Generator mechanical maintenance • Fuel service
(6) Public Works Department/Solid Waste Division/Sanitation Section 602-262-7251	
(7) Parks and Recreation Department 602-262-6861	• Landscaping • Irrigation/sprinklers
(8) Street Transportation Department 602-262-6441	• Parking lots

E. Reporting Damage to Police Facilities Due to Fire, Storm, or Other Perils

- (1) Normal Business Hours - If damage occurs during normal business hours (8 a.m. to 5 p.m.), the commander/administrator of the affected bureau/precinct will notify the assistant chief.
 - (a) The affected bureau/precinct commander/administrator will immediately telephone a report to the Facilities project manager in FMB and the Police Safety Unit's duty pager.
 - (b) The assistant chief of the affected bureau/precinct will notify the Police Chief.
- (2) Other Than Normal Business Hours - If damage occurs after normal business hours (5 p.m. to 8 a.m.), the ranking supervisor of the affected bureau/precinct will notify the duty commander.
 - (a) The duty commander will determine if the nature of the damage is such that reporting of the incident can wait until the following workday.
 - (b) If immediate temporary repairs are required, the duty commander will report the damage to the following:
 - Appropriate assistant chief
 - FMB Facilities project manager
 - Police Safety Unit
 - (c) Home telephone numbers for the FMB Facilities project manager or designee are on file at the Communications supervisor.

F. Environmental Citations, Notice of Violations, and Intent to Sue

- (1) The Department is required by [Administrative Regulation \(AR\) 1.134](#) to have an internal notification procedure when a police facility receives an environmental inspection, citation, Notice of Violation, or intent to sue.
 - (a) This also applies to consultants or contractors conducting environmental work on behalf of the City.

7. F. (1) (b) Affected programs:

- Hazardous waste
- Solid waste management
- Air quality
- Asbestos
- Water quality
- Underground storage tanks
- Polychlorinated biphenyls (PCBs) in electric transformers
- Pesticides

(2) Notification Procedure

- (a) The FMB Facilities project manager will be immediately contacted by telephone.
- (b) If the FMB Facilities project manager is unavailable, the commander will be immediately contacted.
- (c) Telephone/pager numbers for both of these individuals are available from the Information Desk or the Communications supervisor after business hours.
- (d) The FMB Facilities project manager will immediately notify the following:
 - Police Safety Unit
 - Environmental Programs Manager or designee, Office of Environmental Programs, 602-256-5669
 - Assistant Chief Counsel, Natural Resources Section of the Law Department, 602-495-5910

8. **HAZARDOUS MATERIAL STORAGE**

A. General Guidelines - Police facilities and personnel who are responsible for the purchase, storage, transportation, use, or disposal of hazardous materials will do so in compliance with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HAZCOM) [29 Code of Federal Regulations \(CFR\) 1910.1200](#), [Administrative Regulation \(AR\) 2.314](#), and the [Department's Hazard Communications Program](#).

- Evidence items are exempt from HAZCOM regulations pertaining to storage and transportation.
- Employees must still exercise due care regarding the handling of these types of items.

B. Definitions

(1) Exposure or Exposed	• When an employee is subjected in the course of employment to a chemical that is a physical or health hazard and includes potential (accidental or possible) exposure • "Subjected" in terms of health hazards includes any route of entry (inhalation, ingestion, skin contact, or absorption)
(2) Hazardous Material	• Any chemical product that is a potential health or physical hazard • Many common supply and cleaning items
(3) Health Hazard	• Any material that may be toxic, irritant, corrosive, carcinogenic, a sensitizer, a reproductive toxin, or has some other adverse health effect
(4) Safety Data Sheet (SDS)	• Written or printed material concerning a hazardous chemical that is prepared in accordance with 29 CFR 1910.1200

8. B. Definitions (continued)

(5) Physical Hazard	Any material that may be flammable, combustible, explosive, unstable, water reactive, an oxidizer, or a compressed gas
(6) Precautionary Statement	A phrase describing recommended measures to be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or the improper storage or handling of a hazardous chemical

C. Chemical Inventory

- (1) The City maintains a citywide chemical inventory list in the [Safety Data System](#) (arranged by City departments and facilities/locations within a department) which lists all the hazardous chemicals used throughout the City and provides access to a chemical's SDS.
 - The Safety Data System is available through the City's intranet at http://phoenix.online-msds.com/index_phoenix.php (the link is also available on the Inside Phoenix and PolicePoint intranet sites).
 - * If access to the intranet is not available, SDS information can be retrieved by calling the SDS 24/7 emergency hotline at 866-737-6747.
 - The Safety Data System also provides access to the global warehouse for SDSs.
- (2) The Police Safety Unit will maintain the Department's master chemical inventory list.
- (3) If applicable, each police facility/location will maintain the chemical inventory list of the hazardous chemicals used on the premises and determine one or more employees responsible for the maintenance of the list.
 - The employee/s responsible for the maintenance of the list must attend training presented by the Office of Environmental Programs (OEP) and coordinated by the Police Safety Unit.
- (4) If an employee: for example, a crime scene specialist, transports hazardous chemicals from one workplace to another, the chemicals' SDSs may be kept at the primary workplace facility provided the employee can immediately obtain the required information in an emergency.

D. Non-Routine Tasks

- (1) Prior to performing non-routine work/tasks requiring the use of new hazardous chemical/s or in a new area where hazardous chemicals are used or stored, employees will be provided with information, from their supervisor or the Police Safety Unit, about the hazardous chemical/s.
 - The hazardous chemical/s information will include, but is not limited to:
 - * Specific hazards associated with the chemical/s
 - * Protective measures (personal protective equipment, work practices, engineering controls, etc.)
 - * Emergency procedures
- (2) An employee shall not place himself/herself at risk while using any chemical or performing any chemical related task.

	POLICE FACILITIES	Operations Order 3.9.00
	PHOENIX POLICE DEPARTMENT	Rev. 03/28/25 PAGE 10

8. E. Hazardous Materials Labeling

- (1) Each container containing a hazardous chemical will be labeled, tagged, or marked with the following:
 - Product identifier
 - Signal words
 - Hazard statement
 - Pictogram
 - Precautionary statement
 - Chemical manufacturer
- (2) Labels on incoming containers of hazardous chemicals will not be removed or defaced unless the container is immediately marked with the required information.
- (3) Labels or other forms of warning will be legible, in English, and prominently displayed on the container.
- (4) It is the responsibility of all employees to ensure the identity and hazard warnings of a hazardous chemical are placed on all containers that have been transferred from the original drum or container.
- (5) Employees will notify a supervisor when unlabeled potentially hazardous material or hazardous material stored in an unsafe manner is discovered at a police facility.
 - Employees will not attempt to identify the material by smell, touch, or taste.

F. Hazardous Material Spillage

- (1) The spillage or unintended release of a known or unknown hazardous material will be reported to a supervisor immediately.
- (2) Information regarding the proper action to be taken may be obtained from the following sources:
 - The SDS on file
 - Emergency Response Guidebook published by the U.S. Department of Transportation
 - Phoenix Fire Department
 - Police Safety Unit
- (3) The Police Safety Unit is available to provide guidance and information regarding hazardous material laws and regulations and may be contacted for assistance as needed.

G. Multi-Employer Workplaces

- (1) When it is necessary for an outside contractor to perform work at any police facility, it will be the responsibility of the requesting entity: for example, the Public Works Department, Police Facilities Unit, and/or facility manager or designee (commander, administrative sergeant, etc.), to inform the contractor of any hazardous chemicals to which the contractor may be exposed. The procedures for informing the contractor will include the following:
 - For any designated work area where contract work is to be performed:
 - * Ensure the hazardous chemicals inventory is made available to the contractor (or provide a contact person with access to the intranet/Safety Data System) and advise the contractor of the labeling system.

(continued on next page)

	POLICE FACILITIES	Operations Order 3.9.00
	PHOENIX POLICE DEPARTMENT Rev. 03/28/25	PAGE 11

8. G. (1) Multi-Employer Workplaces (continued)

- * Ensure the identified hazardous chemicals' SDSs are made available to the contractor (or provide a contact person with access to the intranet/Safety Data System).
 - * Ensure the contractor is aware of any necessary protective measures regarding the hazardous chemicals.
- (2) It is also the responsibility of the requesting entity to determine if the contractor will be using any hazardous chemicals and, if so, take appropriate actions to ensure the protection of Department employees.
- (a) Each contractor who brings a hazardous chemical on site shall provide a hazardous chemical inventory list and the associated SDSs to the facility manager or designee before bringing the chemicals on site.
- (b) Each contractor who brings hazardous chemicals on site shall ensure all containers are labeled, tagged, or marked with the following information:
- Identity of the hazardous chemical
 - Appropriate hazard warnings
 - Name and address of the manufacturer
 - Contractor's name for containers five gallons or larger

9. **ELECTRICAL POWER PROBLEMS**

- A. When an electrical power problem such as, a power outage or equipment failure, occurs after 5 p.m. on weekdays, on weekends, or on holidays, the responsible supervisor of the affected location will call the Communications Bureau shift supervisor and provide a detailed explanation of the problem.
- B. The Communications Bureau shift supervisor will contact the on-call electrician through the City operator.
- C. The supervisor of the area where the problem is located will be contacted by the Communications Bureau shift supervisor and will be advised of appropriate actions and estimated arrival time of repair personnel.
- D. The supervisor of the affected area will also notify the FMB Facilities project manager.

10. **SMOKING GUIDELINES** - See [Administrative Regulation \(AR\) 2.63, Smoke and Vapor Free Workplace Policy](#), for more detailed information and guidelines.

A. General Guidelines

- (1) Smoking is prohibited inside **all** City buildings (which includes **all** police facilities) and all City-owned vehicles in accordance with [Arizona Revised Statutes \(ARS\) ARS 36-601.01\(B\)](#).
- (2) Posting of Signs
- (a) Bureau/precinct commander/administrators are responsible for posting Smoking or No Smoking signs in accordance with the Smoke Free Arizona Act, ARS 36-601.01(B) within their bureaus/precincts so as to gain compliance with the City and State smoking ordinances.

	POLICE FACILITIES	Operations Order 3.9.00
	PHOENIX POLICE DEPARTMENT	Rev. 03/28/25 PAGE 12

10. A. (2) (b) Each commander/administrator responsible for a police facility will post signs within 20 feet of all entrances/exits, courtyards, windows that are able to be opened, and ventilation intakes.
- (c) Each commander/administrator is also responsible for posting signs in accordance with the Smoke Free Arizona Act, ARS 36-601.01(B), in all City vehicles on a vehicle door window, dashboard, and any other area in the vehicle visible to each occupant of the vehicle.

11. **FLAG PROTOCOL**

- A. Responsibility - Proper display of the flag is the responsibility of the bureau/precinct commander/administrator of the facility where the flag is flown.

- (1) Authority and responsibility may be delegated to the administrative supervisor of the facility.
- (2) In facilities where more than one administrative supervisor is assigned, responsibility will rest with the person responsible for maintenance of the facility.

B. Procedures

- (1) Bureau/precinct commanders/administrators are encouraged to ensure the flag is displayed on the exterior of their facility from sunrise to sunset, weather permitting.
 - The flag should not be displayed when the weather is inclement.
- (2) Flags flown during the hours of darkness must be illuminated by floodlights or other appropriate light sources trained on the flag.
- (3) Flags in poor condition will not be flown and will be replaced through Police Supply.
- (4) Additional direction may be found in the Official Guidelines for the Use and Display of the United States Flag (excerpt from Chapter 10, Title 36, U.S. Code) included in [AR 5.12, Flag Protocol](#).

C. Displaying the Flag at Half-Staff

- (1) All occasions of flying flags at half-staff at any police facility will be governed by AR 5.12.
 - The Public Works Department director or designee will advise when special presidential, gubernatorial, or mayoral proclamations are issued.
- (2) The Public Works Department will verify with the issuing authority all proclamations or orders to fly flags at half-staff and disseminate the flag protocol details to the appropriate City facilities.
- (3) For any other occasions, when the U.S. Flag is to be flown at half-staff, the Public Works Department will initiate the appropriate action after requesting clearance or receiving instruction from the proper authority.

12. **NON-CITY EMPLOYEE CONTRACT AND SERVICE WORKERS AT POLICE FACILITIES**

- A. The administrator of FMB or designee (Facilities project manager) will be the liaison between the contract custodial service and all service/contract workers for all police facilities.
- B. The Criminal Justice Information Services Division (CJIS) of the U.S. Department of Justice requires "support personnel, contractors, and custodial workers who access computer terminal areas shall be subject to a state of residency and national fingerprint-based record check, unless these individuals are escorted by authorized personnel at all times" [(4.5.1(h))].

	POLICE FACILITIES	Operations Order 3.9.00
	PHOENIX POLICE DEPARTMENT	Rev. 03/28/25 PAGE 13

12. B. (1) All requests for background checks for custodial or contract workers at any police facility will be routed to the Strategic Information Bureau (SIB) for processing.
 - (a) SIB will conduct a full fingerprint-based records check as required by CJIS.
 - (b) The results will be forwarded back to the requestor for information and filing.
 - (c) Per CJIS, "if the person appears to be a fugitive or appears to have an arrest history without conviction for a felony or serious misdemeanor, the computer security officer (CSO) or his/her designee shall review the matter to determine if systems access is appropriate" [4.5.1(d)].
 - The administrators or designees of SIB and the Information Technology Bureau (ITB) are the Department's systems security officers (SSO), and will confer when issues arise regarding adverse criminal history information for contract workers.
 - (2) The requesting bureau/precinct should provide the following information in a memorandum to SIB:
 - Name
 - Race and gender
 - Date of birth
 - Place of birth
 - Physical description
 - Social Security number
 - Address and telephone number
 - The capacity in which this person/s will be working
 - (3) The requesting bureau/precinct should also attach a copy of the applicant's photo identification and Social Security card, if available.
- C. Upon a successful background check, photo identification cards will be issued by SIB, depicting the contract worker's role such as, Consultant, Custodial, or Construction.
- D. PHQ building occupants should refer the following matters to the Information Desk:
- (1) All requests for special services not expressly written in the Custodial Maintenance Contract.
 - (2) All complaints concerning custodial services.
 - (3) All problems involving contract janitorial employees who are the subject of pending criminal investigations and/or when the employee's presence in the PHQ building may adversely affect an investigation or case outcome.
 - Problems, complaints, or special requests need to be forwarded, in writing, to the Information Desk for filing and appropriate action.
13. **PHOENIX POLICE MUSEUM**
- A. The Phoenix Police Museum is supported by private funds and given overall direction by its board of directors.
- B. **Museum Rules and Regulations**
- (1) All rules and procedures currently used by prominent museums and historic societies will be followed and copies of these rules and procedures will be retained by the Museum board of directors.
 - (2) The Museum will adhere to all current Department policies and procedures.

	POLICE FACILITIES	Operations Order 3.9.00
	PHOENIX POLICE DEPARTMENT	Rev. 03/28/25 PAGE 14

Last Organizational Review: